



POLICE RECORDS SPECIALIST

\$3,410 - \$4,351 / Month

Introduction

The McMinnville Police Department is recruiting for two full-time Police Records Specialists. Individuals who are looking for a position that offers a diverse variety of clerical duties in law enforcement and to serve a growing community are encouraged to apply.

Responsibilities of the Records Specialist

Police Records Specialists perform a variety of clerical duties in support of Police Department activities, with primary focus on entering and retrieving information from computer systems. The Records Specialist responds to requests for information and/or assistance from Police Officers and the public.

The Records Specialist will:

Read, interpret, and perform complex classification and coding of police reports based on national and internal standards; enter, modify, and cancel data from police reports into internal database with a high degree of accuracy; and retrieve, interpret, and disseminate information from a variety of computer systems and other sources.

Duplicate and distribute copies of police reports to administration, police officers, detectives, outside agencies, citizens, attorneys, insurance companies, and other interested parties.

Interpret and apply state public records laws, federal privacy, and freedom of information acts, and internal policies governing the release of information and documents.

Answer telephone calls, greet visitors, write reports when reported in person at the Department, interpret and articulate laws, statutes, ordinances, and policies to citizens, and monitor entrance to the building.

Receive and receipt money; reconcile cash register tape with funds collected.

Receive and record court notices and subpoenas, distribute these items for issuance, check affected police schedules and act as a liaison with affected Court to coordinate police personnel witness availability.

McMinnville – the City and the Community



The City of McMinnville and the community have many advantages to offer. The City, as an organization, is a full service city, which provides a broad range of public services in

building permits and inspections, engineering, emergency medical response, fire suppression, legal counsel, library programs, municipal court, parks and recreation (Aquatic Center, Community Center, Kids on the Block Program, Senior Center, Youth and Adult Sports), community planning, police, public works, and water reclamation. The City of McMinnville has a supportive Mayor and City Council who work well with the City Manager and members of the City's management team. It is the mission of the City to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

McMinnville has a growing population of 33,080; and is a quiet, easy-going city situated in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. The Pacific Ocean beaches are 50 miles to the west, Portland is 36 miles to the northeast, and the state Capitol, Salem, is 25 miles to the southeast. McMinnville is home to Linfield College, listed in *U.S. News and World Report* as one of the nation's top regional colleges; and Chemeketa Community College, McMinnville Campus. The Gallery Theatre offers plays and musicals throughout the year, and is regionally recognized for its high quality performances and performing arts classes.

Qualifications

Knowledge of:

- General office procedures, including records maintenance, spelling, grammar, punctuation, and mathematics;
- Operation of standard office equipment, including data entry equipment, telephone etiquette, and word processing software;
- Laws and regulations related to records processing;
- Practices, procedures, and guidelines relative to police records; and
- Basic police terminology.

Skills in:

- Establishing and maintaining effective working relationships with individuals from diverse backgrounds;
- Responding to the public as customers of the city and providing excellent customer service;
- Organizing and completing multiple projects and requests efficiently within strict timelines; and
- Following oral and written instructions and checking work for completeness and accuracy.

Ability to:

- Communicate effectively both orally and in writing with the public, members of outside agencies, and employees;
- Work with the public in resolving problems;
- Work with confidential and sensitive information in a professional manner;
- Learn, correctly interpret, and apply the policies and procedures of a law enforcement agency;
- Apply federal, state, and local laws, rules, regulations, policies, and timelines;
- Learn and apply computer software applications pertinent to functions of position; and
- Participate on a team to provide quality service.

To Qualify for Records Specialist

To qualify for this exciting position, the candidate must have equivalent to a high school education and one year of experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties. In addition, the candidate must possess a valid driver's license. Within three months of appointment, the candidate must possess a valid LEDS certificate. **The successful candidate will pass a thorough background investigation and a psychological screening.**

Fluency in English and Spanish is preferred, as well as knowledge of specific word processing software utilized within the Department. Previous training and experience in performing similar duties in a law enforcement agency providing general knowledge of police procedures, terminology, etc. is also preferred.

To Apply for Records Specialist

Those interested in applying for the position should submit the City of McMinnville's **Police Department employment application**, responses to the following supplemental questions, and a cover letter.

Application materials (cover letter, McMinnville Police Department employment application, and responses to the supplemental questions) must be received no later than **Tuesday, May 31, 2016 at 5:00 p.m.** Application materials should be submitted to Ms. Rose Lorenzen, City of McMinnville, 230 NE Second Street, McMinnville, Oregon, 97128. **Faxed and/or e-mailed materials will not be accepted.** Ms. Lorenzen is also available to answer any questions from those who need additional information regarding this position or the recruitment and selection process. Please contact her at (503) 434-7405 or by e-mail at Rose.Lorenzen@ci.mcminnville.or.us.



Supplemental Questions

- 1) The Records staff works, at all times, as a team. We are a diverse group, and may have different opinions. It's always our goal that this diversity allows us to be more creative in solving problems. Please identify a group problem you've had in the work environment, describe how the group addressed this problem, and how you contributed to reaching consensus on a solution.

- 2) Much of the information we handle in the Records Section is sensitive and must be kept confidential. Describe a previous work experience where you were required to distinguish what was confidential information. What specific techniques have you used to maintain confidentiality of the information that you were working on or had access to? If you have not worked with confidential information in the past, what would you do to keep information secure and confidential?
- 3) Please describe your skills in establishing and maintaining effective working relationships with individuals from diverse backgrounds.
- 4) Please describe your skills in organizing and completing multiple projects and requests efficiently within strict timelines.
- 5) Please describe your experience and/or training and your knowledge of general office procedures and office equipment.

Selection Process and Recruitment Schedule

May 31, 2016 at 5:00 p.m. Closing date for receiving City employment application and responses to written supplemental questions.

June 1 – 3, 2016 - Complete screening and scoring of applications and written responses. Schedule interviews.

June 15 – 16, 2016 - Conduct interviews.

July 1, 2016 - Complete references and background investigation, and negotiate offer with candidate.

July 18, 2016 - Tentative start date for the Police Records Specialist.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Rose Lorenzen, the ADA Coordinator (see phone number and email address listed above). Please note that this announcement is intended as a general description of the position and hiring process for the Records Specialist. This is not an implied contract and may be modified without notice.